

Camtasia Studio 7 & Microsoft Office PowerPoint

How to record a narrated PowerPoint presentation using Camtasia Studio 7



Getting Started

Camtasia Studio 7 is an industry-leading screen capture application. Using Camtasia Studio 7, anything that occurs on a computer screen can be recorded and saved as a video file that may be shared on CD, DVD, or via email or the World Wide Web.

When Camtasia Studio 7 is installed on a computer running a version of Microsoft Office PowerPoint 2007, it will automatically install a custom Add-in tool bar in the PowerPoint application. Using the Camtasia custom Add-in toolbar, presentations may be recorded from directly within the PowerPoint application. In addition to capturing screen activity, the Camtasia PowerPoint custom Add-in toolbar includes an option to record audio making the creation of narrated PowerPoint presentations as easy as advancing slides and speaking into a microphone.

Lesson Goal

The goal of this lesson is to learn how to create a narrated PowerPoint presentation ready for online delivery using the Camtasia Studio 7 PowerPoint custom Add-in toolbar. By the end of this lesson you will able to 1) set up and test a microphone to record audio 2) record a narrated PowerPoint presentation 3) save a recorded PowerPoint presentation to a video file format ready for online delivery.

This lesson is designed so that you can learn at your own pace *and* practice each step in the process using a sample PowerPoint presentation file and sample narrative script.

Content of the lesson is divided into three parts. Each part contains detailed step-by-step instructions to guide you through the process. Whether you are a beginning or advanced PowerPoint user, it is necessary to complete each procedure in the order they appear before moving onto the next part.

Content and order of the lesson:

1. Setting Up and Testing a Microphone
2. Recording Narrated PowerPoint Presentation
3. Saving Recorded Presentation for Online Delivery

Required Equipment and Materials

In order to complete this lesson, you will need the following equipment and materials:

- Personal computer with monitor, keyboard, and mouse
- Computer operating system - Win XP
- Microsoft Office PowerPoint 2007
- Camtasia Studio 7 - FREE trial version
- Microphone with USB connector
- Sample PowerPoint file
- Sample printed script for audio narration

Prerequisite Knowledge and Skills

Before beginning this lesson you should have a basic working knowledge of a computer and Windows XP operating system. This includes skills such as how to type on a keyboard, use a mouse, interact with application menus, and open, save, and close files. In addition, you will need to be able to identify a USB microphone connector and USB port on a computer.

1. Set up and Test Microphone

Objectives In this part of this lesson, you will work with a USB microphone, Microsoft Office PowerPoint 2007 and Camtasia Studio 7 to do the following:

- Open sample PowerPoint file
- Connect USB microphone to computer
- Recognize Camtasia PowerPoint Add-in audio recording option is selected
- Select Camtasia PowerPoint Add-in audio recording device
- Test microphone to determine audio device is receiving audio input
- Adjust Camtasia PowerPoint Add-in audio recording volume level

Time This section will take about 15 minutes to complete.

Materials You will need the following equipment and materials ready to complete this section of the lesson: USB microphone, sample PowerPoint presentation.

Open Sample PowerPoint file

1. Locate sample PowerPoint file titled “7 New Wonders” on the computer desktop.
2. Double click the “7 New Wonders” sample PowerPoint file. The Microsoft PowerPoint 2007 application will launch opening the “7 New Wonders” file on the desktop.



Tip: Throughout this lesson you will be working with the sample PowerPoint presentation titled “7 New Wonders”. You may want to maximize this window to cover the full screen of the computer desktop.

Connect USB microphone to computer

Before you can begin recording a narrated PowerPoint presentation you must first connect a microphone to the computer.

1. Locate your microphone and check to make sure the connector is USB. If you’re unsure, compare the microphone connector to the USB connector in figure 1.0.



figure 1.0 – USB connector

2. Locate an open USB port on the computer.



Tip: Check the front of computer first to see if there is an open USB port, then check the back of the computer. Some keyboards and monitors have USB ports as well.

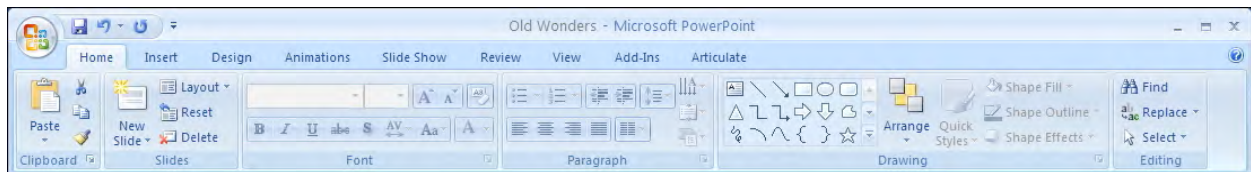
Help: If the “Found New Hardware” pop-up box appears on the taskbar, click on the X to close it.

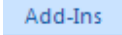
3. Plug USB microphone connector into an open USB port on the computer.

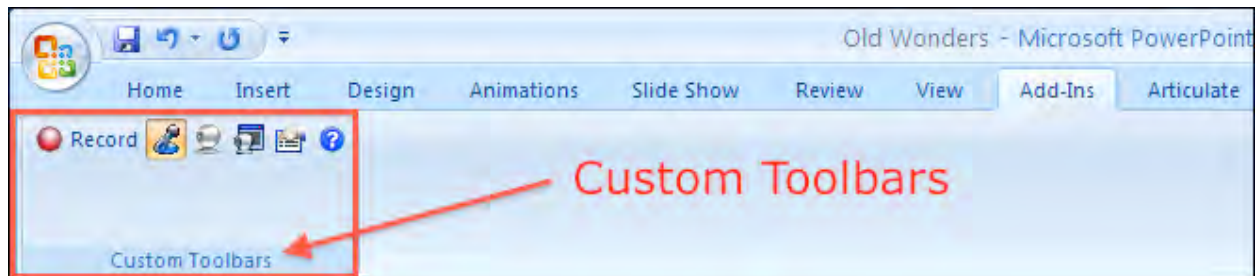
Recognize Camtasia PowerPoint Add-in audio recording option is selected

Even though the Camtasia Studio 7 default recording settings are set to record audio, it is best practice to check the recording option has been selected. In addition, the audio recording option must be selected in order to adjust the audio settings.

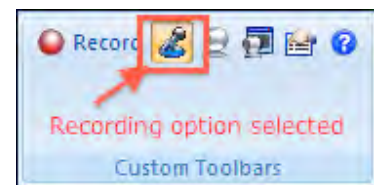
1. Locate the PowerPoint application on the computer desktop. At the top of the PowerPoint application is a **Ribbon**. The ribbon is a strip of buttons that provide access to all the commands and features the PowerPoint application has to offer.



2. Click **Add-Ins** tab  on the PowerPoint application **Ribbon** to display the Add-Ins Custom Toolbars.



3. Locate the **microphone** icon in the Camtasia PowerPoint Add-in Custom Toolbars. An orange background surrounding the microphone icon indicates the Camtasia PowerPoint Add-in audio recording option is selected.

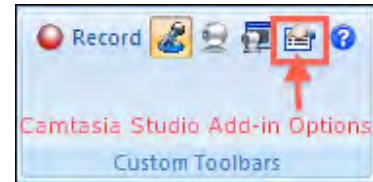


Help: If the microphone icon is not surrounded by an orange background click on the microphone icon to select the Camtasia PowerPoint Add-in audio recording option.

Select Camtasia PowerPoint Add-in audio recording device


Now that you've checked to make sure the Camtasia Studio Add-in recording option is selected, you need to identify and select the audio recording device (the USB microphone) that will be used to record the audio for your narrated PowerPoint presentation.

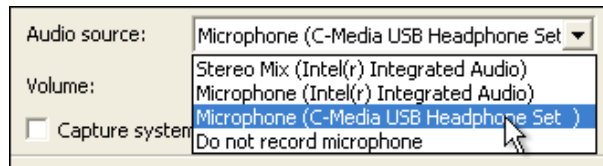
1. Locate **Camtasia Studio Add-in Options** icon in the Custom Toolbars.



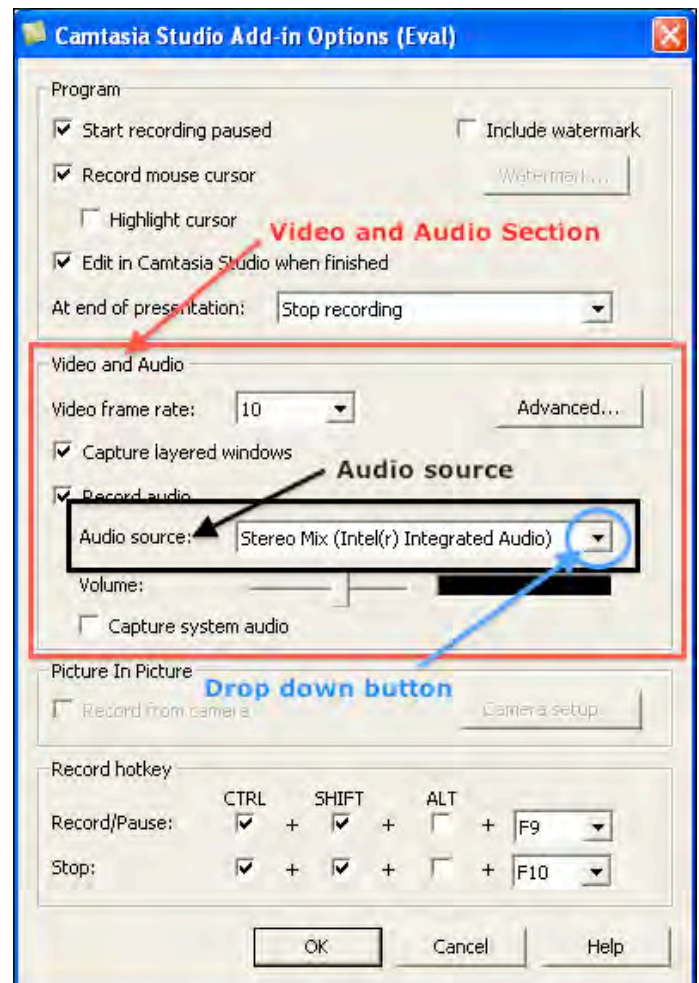
2. Click the **Camtasia Studio Add-in Options** icon  to open the **Camtasia Studio Add-in Options** window.

3. Locate the **Video and Audio** section in the Camtasia Studio Add-in Options window.
4. Locate the **Audio Source** setting in the Video and Audio section.

5. Click the Audio Source **drop down button**  to display a list of audio devices connected to the computer.



6. Identify and select the USB microphone plugged into the computer from the list of audio devices in the drop down menu.
7. Leave the Camtasia Studio Add-ins Option window open and proceed to the next step.



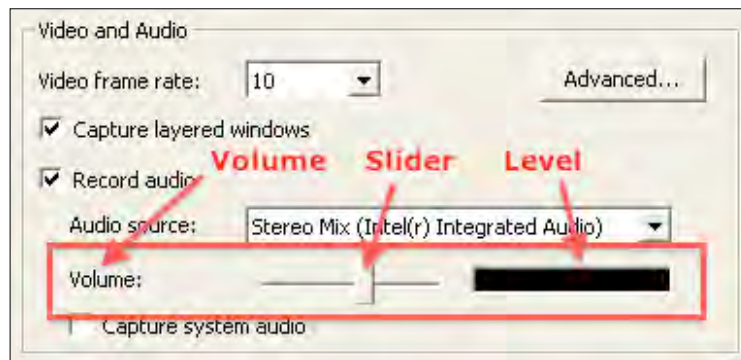
Test microphone to determine audio device is receiving audio input

Once the audio device has been selected, it is critical to check the microphone is receiving audio input.

1. Position the microphone to receive audio when speaking aloud.

Tip: The distance from the microphone to your mouth will vary depending on the type of microphone. For desktop and lapel (lavalier) microphones the distance should be about 6-8 inches. Headphones with a built in microphone should be adjusted so the microphone aligns with your mouth.

2. Locate the **Volume** adjustment option in the **Video and Audio** section of the Camtasia Studio Add-in Options window. To the right of the volume adjustment slider bar is a black rectangular box that indicates the volume level.



3. Speak into the microphone in a normal voice and watch for a colored bar to appear from the left side of the **Volume** level box (the black rectangular box). The appearance of a colored bar indicates the microphone is receiving audio input.



4. Leave the **Camtasia Studio Add-in Options** window open and proceed to the next step.

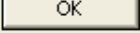
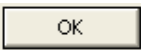
Adjust Camtasia PowerPoint Add-in audio recording volume level

Due to the varying reception quality of microphones, it is good practice to adjust the recording volume in order to produce audio that is within a comfortable listening range for your audience.

1. Locate the **Volume** adjustment slider bar in the Camtasia Studio Add-in Options window.
2. Speaking into the microphone in a normal voice, click on the **Volume** adjustment slider bar and holding down the mouse button adjust the slider until a solid green bar fills approximately 1/2 of the audio recording level box.



Tip: When speaking in a normal voice a few yellow bars may appear, that's OK. However, if red bars appear be sure to adjust the volume level lower or "clipping" will occur producing poor quality audio for your listeners.

3. Once the volume has been properly adjusted, locate the **OK** button  in the Camtasia Studio Add-in Options window.
4. Click the **OK** button  in the Camtasia Studio Add-in Options window to close the window.

Good Job! You've successfully set up and tested a microphone for recording audio in Camtasia Studio 7. You're now ready to move onto the next part of the lesson to learn how to record a narrated PowerPoint presentation.

Review

7. **What is the first step in the process of recording a narrated PowerPoint presentation?**
Plug in a microphone and/or open a PowerPoint presentation. The exact order is not critical, although both steps are necessary to set up and test a microphone before recording a narrated PowerPoint presentation.
8. **Why should you always set up and test the microphone prior to recording a narrated PowerPoint presentation?**
Assuming the microphone is receiving audio input without checking results in recordings that lack audio. Spending a few minutes in the beginning of the process can save a lot of time “re-recording” a presentation.
9. **Where are the Camtasia Studio 7 Custom Toolbar recording tools and Add-in options located?**
PowerPoint application Ribbon > Add-Ins tab > Custom Toolbar
10. **How can you recognize the Camtasia audio recording option is selected?**
An orange background surrounding the microphone icon indicates the audio recording option is selected.
11. **Where are the options for setting up and testing the microphone located?**
The Camtasia Studio Add-in Options window. Click on the settings icon next to the round blue help icon to open the Camtasia Studio Add-in Options window.
12. **How do you select the audio input device?**
Camtasia Studio Add-in Options > Video and Audio > Audio source > Audio source drop down menu.
13. **How can you know if the microphone is receiving audio?**
Speak into the microphone and watch for the color bars in the Volume adjustment level box.
14. **How can you tell whether or not the audio volume is properly adjusted?**
When speaking into a microphone in a normal voice, the green/yellow color bar is approximately 1/2 the length of the Volume adjustment level box.

2. Record Spoken Audio over PowerPoint Presentation

Objectives In this part of the lesson, you will work with a USB microphone, Microsoft Office PowerPoint 2007 and Camtasia Studio 7 to do the following:


- Launch sample PowerPoint slide show
- Record spoken audio narration over sample PowerPoint presentation slides
- Stop recording

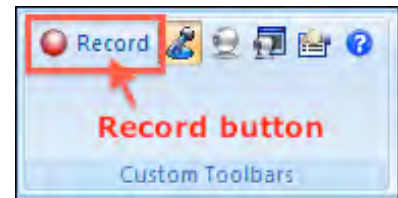
Time This section will take about 15 minutes to complete.

Materials You will need the following equipment and materials to complete this section of the lesson: USB microphone, sample PowerPoint presentation, printed hard copy of sample narrative script.

Launch sample PowerPoint slide show presentation

Now that the microphone is receiving audio input and the volume level has been properly adjusted, you are ready to launch the sample PowerPoint presentation and begin recording audio narration for each PowerPoint slide.

1. Locate the **Record** icon in Camtasia PowerPoint Add-in Custom Toolbars.
2. Click the **Record**  icon to launch the “7 New Wonders” PowerPoint slide show presentation.



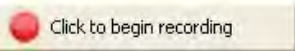
Record spoken audio narration over sample PowerPoint presentation slides

Notice that the PowerPoint slide show presentation launches with the recording paused. Take this opportunity to read through the remaining steps to familiarize yourself with the rest of recording process before you begin.

Tip: Make a final adjustment, if necessary, to your microphone using the Microphone volume adjustment slider in the Camtasia Studio Recording window.

1. Locate the printed sample narrative script handout.
2. Locate the **Camtasia Studio Recording** window in the lower right corner of the PowerPoint title slide.



3. Click the **Click to begin recording** button  to begin recording narrated audio.

4. Locate the text in the **Script** column of the printed sample PowerPoint script handout that corresponds to Slide 1: New Wonders of the world.

5. Read the text into the microphone with normal speaking voice. When finished, use the right arrow key on the keyboard to advance the next slide in the PowerPoint slide show presentation.



6. Repeat the process, locating the text for each slide and reading the text into the microphone advancing to the next slide until you reach the last slide in the PowerPoint presentation.

Tip: To pause at any point during recording, press and hold down the Ctrl + Shift + F9 keys on the computer keyboard. If you make a major error during recording, either pause for a couple of seconds then resume narration (this will make for easier editing later) or stop the recording, do not save, and begin again.

Stop recording

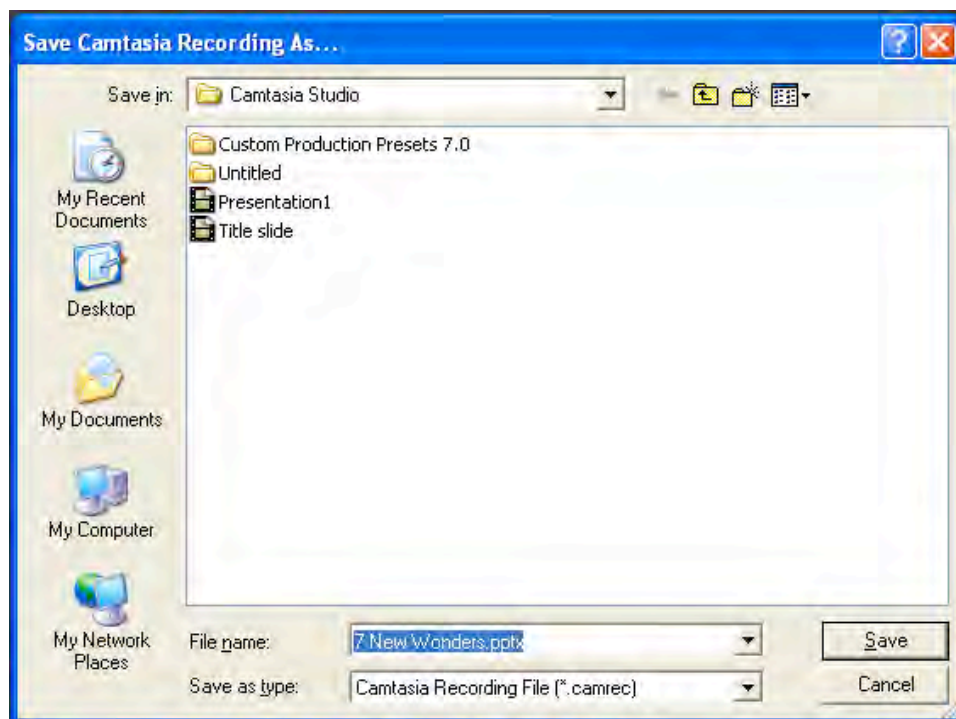
Once you have finished narrating the last slide in the PowerPoint presentation, stop the recording.

1. Press the **escape** key (Esc) on the computer keyboard to stop recording.



Tip: Once you are finished narrating the last slide, DO NOT advance to the next slide. Remember, Camtasia is a screen recording application and will record everything on the screen including advancing past the last slide of the PowerPoint presentation which will result in the slide show closing exposing an open PowerPoint file on the desktop.

2. Once the recording has been stopped, the **Save Camtasia Recording As...** window will open. Leave the window open and proceed to the next part of the instruction.



Well done! You've created your first narrated PowerPoint presentation using Camtasia Studio 7. You're now ready to move onto the next part of the lesson for instruction on how to save your recorded narrated PowerPoint presentation to a file format ready for online delivery.

Review

1. **How many times must the record button be selected to begin recording a narrated PowerPoint presentation?**
Two. The Camtasia Custom Toolbars record button must first be selected to launch the PowerPoint slide show presentation. However, the slide show is launched with the recording paused. To begin recording, the record button in the Camtasia Studio Recording window must be selected
2. **How do you advance to the next slide in the PowerPoint presentation?**
Press the right arrow key on the computer keyboard to advance to the next slide.
3. **How do you stop recording?**
Press the escape key (Esc) on the computer keyboard to stop recording.
4. **What is the best point at which to stop recording the narrated PowerPoint presentation?**
Stop the recording as soon as the last slide has been narrated. When the presentation is played back, the recorded slide show will end after the narration for the last slide and the last slide will remain on the screen. DO NOT advance past the last slide.
5. **What should I do if I make an error during the recording?**
You can either pause for a few seconds then continue recording (this will allow you to edit the recording later) or you can press the Esc key and stop the recording. Choose not to save the current recording and begin again.

3. Save Presentation File for Online Delivery

Objectives In this part of the lesson, you will work with Microsoft Office PowerPoint 2007 and Camtasia Studio 7 to do the following:

- Save recorded narrated sample PowerPoint presentation
- Activate trial version of Camtasia Studio 7 application
- Set recorded sample PowerPoint presentation video dimensions
- Produce recorded sample PowerPoint presentation video
- Save recorded sample PowerPoint presentation video
- Complete saving process of narrated Sample Presentation file

Time This section will take about 15 minutes to complete.

Materials You will need the following materials to complete this section of the lesson: recorded narrated sample PowerPoint presentation.

Save recorded narrated PowerPoint presentation

Now that you have successfully recorded your first narrated PowerPoint presentation using Camtasia Studio 7, you need to save the recorded Camtasia video file.

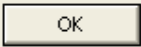
1. Locate **File name** field in **Save Camtasia Recording As...** window.



2. Click the **Save** button to save the recorded narrated PowerPoint presentation.

Tip: Camtasia Studio's native file format is .camrec, saving the file in this format will allow you to edit your presentation using Camtasia Studio's editing tools. However, a .camrec file will only be recognized by the Camtasia Studio application. In order to create a file that can be viewed by a wide audience, you will need to "Produce" the file rendering it to a video file format that is widely distributed such as a .mov, .wmv, or .avi file.

Once you click the Save button, the **Camtasia Studio for PowerPoint** window will open presenting you with options to either edit the existing file or produce the file for viewing.

3. Locate the **Camtasia Studio for PowerPoint** window on the computer desktop.
4. Locate and select the "**Edit your recording option**" radio button in the Camtasia Studio for PowerPoint window.
5. Click the **OK** button  to launch the Camtasia Studio application.



Activate trial version of Camtasia Studio 7 application

If you are using an evaluation copy of the Camtasia Studio 7 application, you will be asked to enter a product key or elect to continue using the free trial version until your 30 day trial period expires.

Help: If you have a licensed copy of Camtasia Studio 7, the application will automatically launch and open the Editing Dimensions window. You may skip this step and proceed with the instruction on how to set the video dimensions.

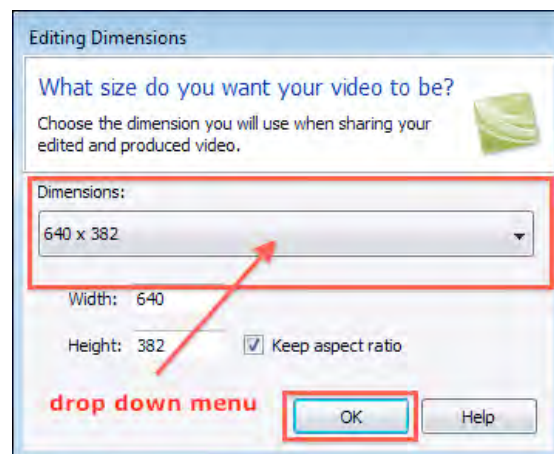
1. Locate and click the **Finish** button in Camtasia Studio Evaluation window. The Camtasia Studio 7 application will launch and automatically open the Editing Dimensions window.



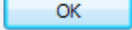
Set recorded sample PowerPoint presentation video dimensions

The video dimensions will determine the size of the picture the viewer will see when the video is played back.

1. Locate the **Editing Dimensions** window on the computer desktop.
2. Locate the **Dimensions** drop down menu in the Editing Dimensions window.
3. Click the **Dimensions** drop down menu button to display a list of dimensions options.
4. Locate and select the "**800 x 600 full screen viewing**" option in the Dimensions drop down menu.



Standard (4:3)	Recommended for
480 x 360	Blackberry
640 x 480	Web
800 x 600	Full screen viewing

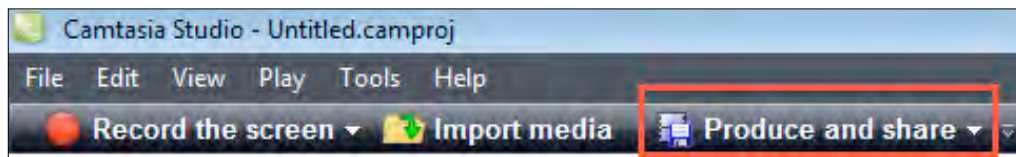
5. Locate and click the **OK** button  in the Editing Dimensions window to save the selection and close the Editing Dimensions window.

Tip: 800 x 600 is the largest dimension that the KSU Tube video sharing website is capable of streaming video for your audience to view. KSU Tube is easiest way to distribute your narrated PowerPoint presentations to students either by emailing a link or embedding directly within your Vista course.

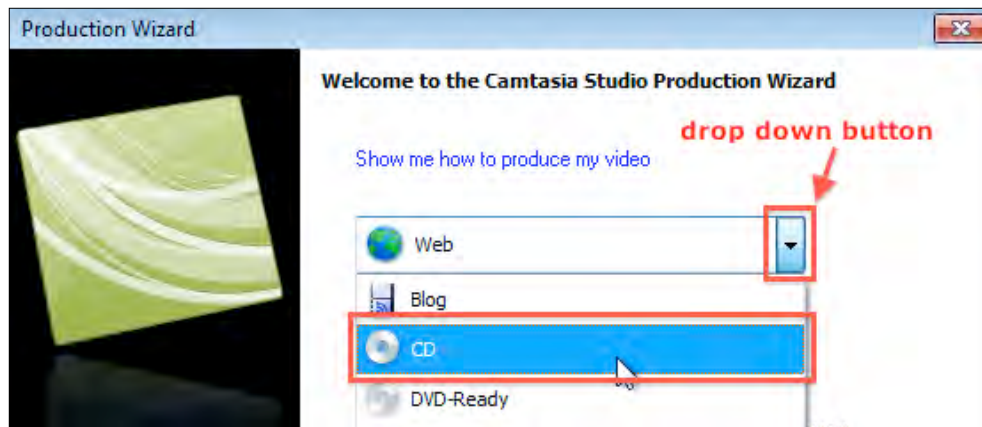
Produce recorded sample PowerPoint presentation video

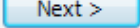
In this lesson, you will produce the recorded narrated PowerPoint presentation video file to a CD file format. This will create a single .avi video file that can be uploaded to the KSU Tube site and easily distributed to your students.

1. Locate the **Camtasia** application window on computer desktop
2. Locate and click the **Produce and Share** button at the top of Camtasia application window. The **Production Wizard** window will open.



3. Locate and click the **drop down menu** button in the Production Wizard window to display the production options.
4. Select the **CD** option in the Production Wizard window drop down menu.

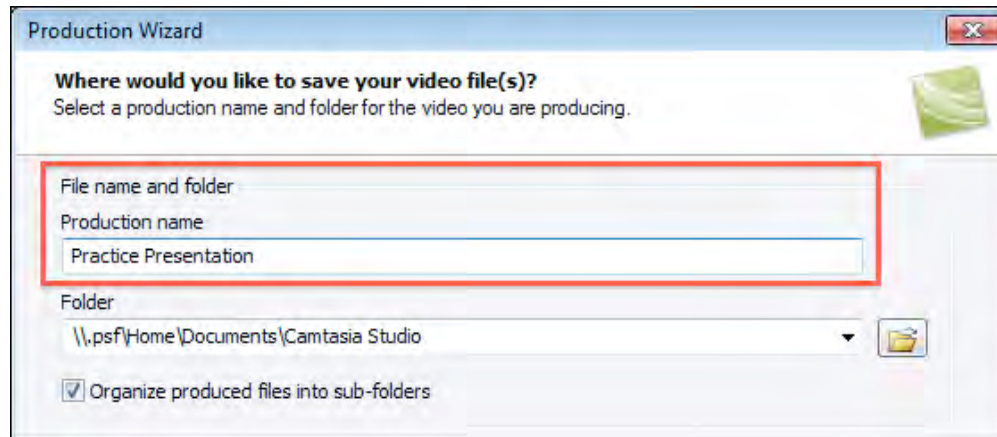


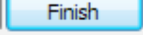
5. Locate and click the **Next** button  at the bottom of Production Wizard window to advance to the next screen.

Save recorded sample PowerPoint presentation video

Before beginning the “Production” process that will render the existing video file of your recorded narrated PowerPoint presentation to the CD file format, you must first give your new file a name.


1. Locate **Production name** field in Production Wizard window.
2. Type "**Practice Presentation**" in Production name field.



3. Locate and click **Finish** button  to begin rendering video. When the computer is finished rendering the video, the Camtasia player window will automatically open and play the recorded narrated PowerPoint presentation video.

Complete saving process of narrated Sample Presentation file

Now that the rendering process is complete and you’ve previewed your recorded narrated PowerPoint presentation, there are a few minor housekeeping steps to complete and you’re all done.

1. Close the **Camtasia player** window.
2. Locate and click on the **Finish** button  in the **Production Results** window.
3. Close the **Camtasia Studio 7** application. You will be prompted to save the Camtasia .camrec file, click the **No** button.

Congratulations! You’ve completed the lesson. Using Camtasia Studio 7 and Microsoft PowerPoint you have 1) set up and tested a microphone for recording audio 2) recorded your first narrated PowerPoint presentation and 3) and saved your recorded narrated PowerPoint presentation to a file format ready for online delivery.

Review

1. **What is the first step in the process of saving a recorded narrated PowerPoint presentation?**
Type a name for file in the **Save Camtasia Recording As...** window and click the **Save** button.
2. **Once the recording is saved, the Camtasia Studio for PowerPoint window opens and two options are presented: Produce your recording, and Edit your recording. What is the difference between the two options, why might you select one over the other?**
Both options will open the Camtasia Studio 7 application. The Produce option is useful if you already know what type of player the audience will use to play back the recording. However, the Edit option will provide greater flexibility to not only edit the recording first but also to select custom dimensions for the final size of the video. Essentially, your selection is a short cut to take you directly to the tools used to either produce or edit your recording. Once the application is open, however, you can access either or all the application features from the Camtasia menu bar.
3. **What should I do once my trial version of Camtasia Studio 7 expires?**
Contact the Educational Technology department located in Moulton Hall for a valid license key. Note: Keys will only be given out once the full trial period has been exhausted.
4. **What is the best video file format to produce the recording in for online delivery?**
There are many suitable file formats, however, for ease of online distribution to the widest possible audience it is recommended to produce your recording in the CD file format (.avi video file). The reason is the CD option will produce a video recording contained within one file. This is a requirement for uploading to KSU Tube which is the easiest method of delivery to students. The recorded presentation can be streamed directly from KSU Tube and accessed by students via an hyperlink in an email or in your Vista8 course.
5. **What is the recommended video dimension for playback?**
800x600 is the recommended video dimension for full screen viewing during playback. The larger the dimension, the easier the viewing of the presentation will be for your audience.
6. **What is the proper order of steps needed to produce a video?**
Save the recording in the **Save Camtasia Recording As...** window > set the editing dimensions in the **Edit Dimensions** window > select the production option in the **Production Wizard** window > name the video file in the **Production Wizard** window > render the video file > click the **Finish** button to close the **Productions Results** window.